

Madison County, Virginia
Application Instructions for Animal Shelter Manager
August 14, 2020

Madison County

Madison County is accepting applications for the following positions:

- **Administrative Assistant**, part time and on-call
- **Emergency Medical Services Paramedic**, full-time and part-time
- **Emergency Medical Services Intermediate**, full-time and part-time
- **Emergency Communication Officer**, full time
- **Registrar Assistant**, part time
- **Animal Shelter Manager**, part time
- **Kennel Assistant**, part time

Information on Madison County, the positions and the application procedures can be found at <https://www.madisonco.virginia.gov/>.

Applications will be received until the positions are filled with the anticipated review of applications to begin on September 11. EOE

Following is supplementary information on the positions and application instructions for all interested individuals.

The Animal Shelter Manager works out of the Madison County Animal Shelter on Shelby Road.

Full-time employees are eligible for VRS retirement, employee health insurance (currently Local Choice-Blue Cross/Blue Shield) benefits, and holiday and vacation/sick leave. County personnel policies can be viewed [here](#). Part-time positions are not eligible for these benefits. The pay rate will depend upon the qualifications of the individuals selected.

Applicants are to complete a Madison County employment application form available [here](#) and return it to Madison County Employment; %Jacqueline Frye; P.O. Box 705; Madison, VA 2272 or via email with Madison County Employment in the subject line containing a single pdf file to jfrye@madisonco.virginia.gov. Resumes (and limited additional relevant documentation) are encouraged and will be accepted but will not be considered a substitute for a completed County application form. Applications will be reviewed on the basis of apparent qualifications. Unsigned applications will not be considered. General inquiries by the applicant via telephone or in person are discouraged.

The County will give preference to applicants that have appropriate experience and good people skills.

All applicants are expected to be qualified with applicable experience and certifications and possess a valid driver's license. All applicants must be able to pass a drug screen and criminal background investigation.

Animal Shelter Manager

Dept/Div: Animal Shelter

FLSA Status: Non-Exempt

General Definition of Work

Oversees the operations of the shelter facility and all animal care and adoption programs. Responsible for maintaining the highest level of animal care, enrichment, and medical care, and ensuring appropriate intake, transfer, evaluation, and disposition procedures and tracking in accordance with state statutes and local ordinances. Trains, supervises, evaluates, and manages the performance of shelter personnel to ensure effective and efficient operations of the shelter and related programs. Reports to the County Administrator through a designated intermediate supervisor.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Manages day-to-day shelter operations in compliance with local, State, and Federal regulations.

Oversees, develops, and implements changes in legal and medical protocols as directed through State and Veterinarian offices of oversight.

Performs all attendant duties, including cleaning cages and the monitoring of animals as necessary.

Establishes and coordinates work schedules of employees and volunteers to expedite accomplishments of essential duties; issues instructions to workers and volunteers, examines work results, provides a safe working environment, and provides training to improve performance.

Reviews shelter practices and procedures to ensure efficient and economical use of resources; develops budget and monitors expenses for the shelter; supervises the procurement and distribution of equipment, materials, and supplies for shelter operations while conforming to the approved budget.

Ensures humane philosophy is implemented and maintained in care of animals; ensures facility and staff are in compliance with laws and regulations; ensures the safety and sanitation of the facility; repairs and maintains the facility as needed.

Coordinates with outside rescue agencies, shelters, and retail stores to promote and increase animal adoptions; develops programs to promote low-cost spaying and neutering to the public.

Manages department personnel; assigns, directs, trains, and inspects the work of staff; disciplines, coaches, counsels, and evaluates staff performance; develops staff schedules; recommends rewards, transfers, promotions, suspensions, terminations, and demotions.

Responsible for all staffing needs including employees and volunteers; interviewing for positions, yearly employee evaluations, compliance of compensations laws of Virginia, and ensures that personnel remain current with continuing education programs.

Performs daily inspections of shelter and coordinates resulting activities.

Coordinates proper follow-ups of animal adoptions, verifying required vaccinations, licensing, and sterilization of all dogs and cats.

Develops and maintains relationships with local veterinarians, community groups, and other agencies.

Maintains files and records for animal adoptions; prepares and maintains reports on shelter activities.

Ensures that records within the area of responsibility are identified, generated, controlled, maintained, processed, stored and disposed of in compliance with the Virginia Public Records Act.

Manages and coordinates adoption events between the shelter and third parties.

Tactfully and effectively handles requests, suggestions, and complaints in a timely manner in order to establish and maintain good will with the public.

Be available for emergency shelter calls.

Performs other related shelter duties as required.

Education and Experience

High school diploma or GED and moderate experience in working with and caring for animals with considerable experience in animal shelter operations, or equivalent combination of education and experience. Proficiency with Microsoft Office products such as Word and Excel.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 130 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms, frequently requires kneeling, crouching, pushing or pulling and repetitive motions and occasionally requires sitting, tasting or smelling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), exposure to fumes or airborne particles, exposure to vibrations and exposure to zoonotic diseases and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Obtain Animal Facility Operators certification within one year of hire.

Valid driver's license in the Commonwealth of Virginia.

Complete required NIMS (National Incident Management System) required for disaster operations.

Last Revised: August 14, 2020